

Professional and Managerial Branch
Cultural Group
Library Series

LIBRARY EXTENSION SERVICES ADMINISTRATOR

04/90

Summary

Under general supervision, directs the operation of the Extension Services Division; performs related duties as required.

Typical Duties

Formulates policies, objective, plans and procedures for the Extension Services Division; supervises the work of professional, paraprofessional and clerical assistants assigned to Branch libraries; provides leadership and direction to professional staff, instructs and advises subordinates in developing the knowledge and skills needed in their work; monitors and evaluates the effectiveness of the service programs of Extension Division agencies and takes corrective action as necessary.

Prepares operational and statistical reports; prepares divisional budget, monitors and controls expenditures throughout the year and participates in development of the annual library budget; investigates new library techniques and procedures and revises divisional methods as appropriate; conducts Branch on-site visits, staff conferences, and regularly scheduled meetings.

Confers with the Library Director on operational problems and participates in the formulation of systems-wide policy and governance of the Library system as a member of the Library Administration; confers with City officials, citizens and friends of the Library groups to solve problems, explain policy, procedures and services, or to develop plans, or to promote the library services program; establishes and maintains harmonious working relationships with fellow administrators and subordinates to promote and support effective internal coordination of Library System operation.

Recommends selection, supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance.

Minimum Qualifications

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science and six years of progressively responsible postgraduate public library experience including at least two years Branch management experience; or equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices and technical procedures of library management; comprehensive knowledge of the El Paso Branch Library System; considerable knowledge of professional print and non-print selection methods; considerable knowledge of automated catalog systems and databases; considerable knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to develop and enforce administrative policies and procedures; ability to plan, coordinate and direct library activities; ability to plan, develop and implement library programs and services; ability to supervise, train and evaluate assigned personnel; ability to develop budgets; ability to establish and maintain effective working relationships with fellow workers officials and the public; ability to express oneself clearly and concisely, both orally and in writing; ability to compile grant proposals; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and library environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state

Director of Personnel

Department Head